

Paper Saving for Offices

Paper Facts.

Paper uses unsustainable non-indigenous trees for pulp production in South Africa; are mono-cultured, thereby destroying bio-diversity, and use non-renewable resources such as artificial petro-chemical fertilisers. These plantations also use large amounts of toxic herbicides and pesticides. The paper production process uses large amounts of water and energy, as well as harmful chemicals, such as chlorine, caustic soda, various acids, etc. The process also releases many air and water pollutants, such as sulphurs, dioxins, furans, etc. which are very harmful to health.

Pulp and paper production, consumption and wasting have many negative environmental and social impacts. The pulp and paper industry is among the world's largest generators of air and water pollutants, waste products, and the gases that cause climate change. It is also one of the largest users of raw materials, including fresh water, energy, and forest fibers. Forests that are essential for clean air and water, wildlife habitat, climate protection, spirituality, recreation and indigenous peoples' cultural survival — including old-growth and other ecologically important forests—are being logged for fiber; in many places they also are being cleared for replacement by plantations that have reduced ecological value and employ toxic chemical herbicides and fertilizers. The pulp and paper industry also has negative impacts on the health, well-being and stability of local communities. In South Africa the majority of paper products are buried in landfills resulting in substantial pollution, forest destruction and major climate change impacts.

Industrialized nations, with 20 percent of the world's population, consume 87 percent of the world's printing and writing papers. Global production in the pulp, paper and publishing sector is expected to increase by 77% from 1995 to 2020. While paper and paper products yield many benefits, due to society's growing demand for paper and the industry's unacceptably large ecological footprint on the planet, it is necessary to transform global paper production and consumption towards processes that are ecologically and socially responsible and sustainable.

- Nearly a ton of new recycled paper can be made from a ton of recycled stock compared to the 2-3.5 tons of trees required to make a ton of virgin paper. This is one of the reasons recycled paper results in lower solid waste byproducts and uses less energy, water and chemicals.
- 40% of the world's industrial logging goes into making paper and this is expected to reach 50% in the near future.

Worldwide, the pulp and paper industry is the 5th largest industrial consumer of energy - in the US it is the 2nd largest industrial user of energy.

The next section makes the case for taking the next step beyond paper recycling (which we assume you are already doing) – implementing a paper waste *prevention* program. Paper waste prevention means using less paper to begin with. Reducing the use and handling of paper saves more than just trees and the environment—it saves your business time and money.

How Does Your Business Rate on the Paper Scale?

Take a moment to assess the potential for your business to improve its paper-efficiency. Which of the following paper waste prevention opportunities has your office implemented?

1) Is double-sided (duplex) copying and printing the norm in your office? Yes No

Not yet? Here's how:

- § Set printer(s) to duplex via your computer software or retrofit printer(s) with duplex hardware & software. (Note: duplex means printing on both sides of the paper.)
- § Set the output default on copier(s) to duplex.
- § Purchase or lease only equipment that can produce duplex copies reliably.
- § Establish and disseminate an office duplexing policy:
- § Use office organizational tools that facilitate duplex formatting (e.g., files that bind on the left hand side versus the top).
- § State exceptions to the policy.
- § Educate staff about the policy, why it's important, and ensure that all know how to duplex.
- § If it is impractical to set printer/copier default outputs to duplex, train staff on how to set and use the duplex function on printers/copiers.
- § Post graphics and signs encouraging duplexing near copiers and printers.

Resource Efficiency Benefits: duplex copying and printing reduce the amount of paper that needs to be posted or filed, thus reducing handling time and storage space and costs. Duplexing also reduces paper purchasing requirements.

Note: while duplexing printers may appear more expensive, if you analyse the cost per page over the Life Cycle, they are less expensive!

2) Do you refrain from printing hard copies for drafts? Yes No

Not yet? Here's how:

- § Save documents on disk, CD or zip disk.
- § Double check that hard copy reports or memos are only made for people who need them.
- § Print only pages required rather than the complete document, or email the document to them.

3) Have unnecessary reports been eliminated? And all reports streamlined to reduce report size?
Yes No

Not yet? Here's how:

- § Review existing reports to determine if any can be streamlined, combined or eliminated.
- § Use narrower margins and compact fonts.
- § Employ reduced line spacing and use shrink-to-fit feature to easily fit all text onto fewer pages.
- § Print more than one page on a page – 2 pages per page, double sided, means 4 pages on one!

4) Does your firm minimize duplicate periodical subscriptions and eliminate unnecessary subscriptions? Yes No

Not yet? Here's how:

- § Purchase state revised statutes, code of regulations and other documents on CD or as an on-line service, rather than books.
- § Reduce subscriptions to the same journal within your office; keep them centrally located with a sign-out list.
- § Eliminate complimentary subscriptions to journals that are not pertinent to your practice or that are not read often.

§ Donate old magazines or trade journals --investigate whether universities, technicons, *community* libraries, State prisons, schools, etc. could use them.

5) Are single-sided sheets reused in your office? Yes No

Not yet? Here's how:

§ Collect paper that has been used on one side. To avoid any confusion cross out the side that has been used.

§ If a surplus printer is available, designate it as a "Draft Printer" and stock it with paper printed on one side. In copiers with multiple trays, stock one of the trays with draft paper and provide directions on which tray to select for draft copies.

§ Make scrap pads from used paper.

§ Use outdated letterheads for in-house memos.

6) Do you refrain from posting the original of a fax? Yes No

Not yet? Here's how:

§ Confirm on the phone. Save paper and provide personalized customer service.

7) Have all forms in your office been streamlined? Yes No

Not yet? Here's how:

§ Redesign forms to be more efficient, using fewer pages.

§ Go paperless with electronic forms (administration, filing forms etc).

8) Does your firm minimize pre-printed letterheads that can get outdated? Yes No

Not yet? Here's how:

§ Create a template for printing letterheads in house

§ Order smaller batches so letterhead stock can be current.

9) Are mailing lists kept current? Yes No

Not yet? Here's how:

§ Remove duplicate names and out-of-date entries from mailing lists.

§ Ensure that there is your return address on your mailings, so returned mail can be used to update mailing addresses

Motivating Change in your business:

§ Avoid giving too much information at once; give information in manageable pieces.

§ Put facts in terms that people can relate to, and the message should be easy to understand. A shocking fact can help motivate a person to initiate change.

§ Explain why it is important to stop wasting resources. Where possible, present benefits in terms of cost savings, resources saved, customer satisfaction, and corporate and personal responsibility towards future generations.

§ Personalise information by relating it to things familiar to the audience and present it so that it stands out. Reiterate the message in different ways, but avoid being redundant.

What is the Institute for Zero Waste in Africa?

Our Mission Statement

Working towards a world without waste through public education and practical application of Zero Waste principles.

Charter Principles

1. Redesign products and methods of production to eliminate waste by mimicking natural processes and developing closed-loops
2. Convert waste to resources for the benefits of local production and the creation of a healthy and sustainable society.
3. Resist incineration and land filling in order to promote innovation in resource conservation and methods of production
4. Collaborate with others with common interests worldwide

Objectives

1. To advance the education of the public by all appropriate communication means and through supporting the elimination of waste and the associated health impacts.
2. To promote and fund appropriate research for the public benefit, including education
3. To promote the effectiveness of other Zero Waste initiatives
4. To promote the principles of waste avoidance and minimisation, re-use, repair, recycling and composting, through sustainable resource management in accordance with best environmental options.

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